



City of Austin - JOB DESCRIPTION



Airport Operations Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10395	Salary Grade:	XA3
Approved:	October 24, 1997	Last Revised:	September 06, 2007

Purpose:

Provide day-to-day supervision and direction to a shift of Airport Operations Coordinators who are responsible for providing a safe and secure environment for the traveling public, Austin-Bergstrom International Airport, City of Austin employees, and neighboring communities by recognizing and responding to violations of local, state, and federal laws and ordinances.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensure compliance with federal, state, and local regulations regarding airport operations and security.
2. Represent City on boards, commissions, etc.
3. Discuss division/ section operations with other division / sections/ outside contractors etc.
4. Review logs and reports to ensure accuracy and completeness.
5. Provide direction and instruction on resolving critical incidences/situations, security related activity, security breaches, alarm violations, etc.
6. Develop and enforce policies and procedures, emergency plans, SOP's, ASP, etc.
7. Ensure training needs are met, and attend required training.
8. Investigate complaints/issues and provide recommendations for resolution.
9. Write technical reports.
10. Analyze patterns of terrorism to determine necessary preventive measures.
11. Helps to determine the cause of security violations.
12. Monitors airport activities, inspects airport activities, inspects airport property and facilities and uses security tools, equipment and processes to identify potential threats.
13. Approve and validate recommended enforcement performed by Airport Operations Coordinators, and action taken are within guidelines of local, state, and federal laws, regulations, ordinances, etc., to include the review and approval of reports, warnings, notice of violations and citations.
14. Provide supervision and guidance for Security Ground Transportation.
15. Perform administrative duties, i.e., review, approve, generate, and distribute reports, write memos, correspondence, proposals, review and provide recommendations for modifications to airport certification manuals/emergency plans, etc.
16. Perform procurement duties and responsibilities, i.e., solicit bids, obtain purchase order numbers, track equipment purchases, report to Aviation Finance division annual inventory of equipment, etc.
17. Provide customer service, i.e., provide entry to all ABIA offices and areas after hours, coordinate escorts.
18. Serve as liaison between the public and the Airport Operations Coordinators.
19. Advises airport management on needed actions and improvements to security and safety.
20. Coordinates the airport's response to critical incidents.
21. Perform duties and responsibilities of the Airport Operations Coordinator when necessary.
22. Contributes to the team effort by performing related duties and assignments as needed.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisors are responsible for providing direction and the evaluation of staff (3+) and/or programs. Perform supervisory duties, i.e., recommend hiring, promoting, disciplinary actions, performance evaluations, approval of leave time and overtime, employee counseling, delegate work, prepare and conduct employment interviews, etc.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

High School Diploma or GED, plus six (6) years of law enforcement, security, military or airport operations work experience; OR
Bachelor's Degree in Criminal Justice, Aviation Management, Airway Science, Public Administration, Business Administration, or related field, plus two (2) years of law enforcement, security or airport operations work experience.
Directly related professional experience may be substituted for education on a year for year basis.

Licenses and Certifications Required:

Valid Texas Class "C" Driver's License.
Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances required to work at an airport.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.